

## **V. DISTRICT COURT AND CLERK OF COURT**

### **General L.R. 77.1 Sessions of the Court**

The Court is in continuous session.

### **General L.R. 79.1 Custody of Exhibits**

All exhibits received in evidence must be placed in the custody of the Clerk of Court unless otherwise ordered by the Court.

### **General L.R. 79.2 Return of Exhibits, Depositions and Briefs**

Within 30 days (60 days for cases in which the United States is a party) after the time for appeal has elapsed and, if there is an appeal, after the filing of the mandate of the reviewing Court, the Clerk of Court must return all exhibits and depositions to the attorneys of record for the respective parties. The Clerk of Court may return such items by certified mail, or upon 10 days' written notice, require the attorneys of record to remove them. Any exhibits, depositions or briefs not removed within the time specified for such removal, may be destroyed or otherwise disposed of by the Clerk of Court.

### **General L.R. 79.3 Withdrawal of Materials in Court Files**

No pleading, brief, deposition, exhibit or other material belonging in the file of a case may be withdrawn by any person without an order of the Court, except as provided in General L.R. 79.2. Prior to final disposition of the case, the order must be entered by a judge or magistrate judge. After final disposition, the order may be entered by the Clerk of Court, but only if the withdrawal is by a member of the bar of this Court. In either event, such order must specify the time for return of such materials.

### **General L.R. 79.4 Confidential Matters**

- (a) Grand Jury Proceedings. All subpoenas, motions, pleadings and other documents concerning or contesting ongoing grand jury proceedings must be submitted to the Clerk of Court in a sealed envelope conspicuously marked "SEALED" and must be treated as confidential documents.
- (b) All documents which a judge or magistrate judge has ordered to be treated as confidential must be filed in a sealed envelope conspicuously marked "SEALED".
- (c) Subject to General L.R. 83.9(c) and Civil L.R. 26.4, the Court will consider all documents to have been filed publicly unless they are accompanied by a separate motion requesting that the documents, or portions thereof, be sealed by the Court.
- (d) All documents which a party seeks to have treated as confidential, but as to which no sealing order has been entered, must be filed in a sealed envelope conspicuously marked "Request for

Confidentiality Pending,” together with a motion requesting an appropriate order. The separate motion for sealing must be publicly filed and must generally identify the documents contained in the sealed envelope. The documents must be transmitted by the Clerk of Court in a sealed envelope to the judge or magistrate judge, together with the moving papers. If the motion is denied, the documents must be filed by the Clerk of Court in an open file, unless otherwise ordered by the judge or magistrate judge assigned to the case.

#### **General L.R. 80.1 Duties of Court Reporters**

The official court reporters must attend each session of the Court and at every other proceeding that may be designated by rule of procedure or order of Court and must record verbatim by shorthand or by mechanical means (1) all proceedings in all criminal cases held in open court; (2) all proceedings in all other cases held in open court; and (3) such other proceedings as the Court may order or as may be required by any rule of procedure.

#### **General L.R. 80.2 Transcript Fees**

The fee per page of transcript which the court reporters may charge may equal the highest amount authorized at the last Judicial Conference of the United States at which any such fees were promulgated.